

Chapter 4 Documents

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BAAP**Access Authority Group Maintenance**

```

ENTER FUNCTION: ..... TRANS: BAAP
ACCESS AUTHORITY GROUP MAINTENANCE
KEY IS ACCESS AUTHORITY GROUP CODE PROFILE
ACCESS AUTHORITY GROUP CODE PROFILE ....

ACCESS KEYWORD .... USER LST CHGD          DATE LAST CHANGED

      AGENCY   MAINTAIN          AGENCY   MAINTAIN
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .
      .....   .                .....   .

```

Purpose

The purpose of Access Authority Group Maintenance table is to provide the System Administrator the capability to maintain BAAT Table records by Access Authority Group Code for the AGPS access and processing. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Change, Delete and Inquire Access Authority Group Code Table.

Procedure**Cross-Reference**

Chapter 2, 3 Establish And Maintain AGPS Record Access and Maintenance;

- 3.3 Add Access Authority Group Code Table Record
- 3.4 Change Access Authority Group Code Table Record
- 3.5 Delete Access Authority Group Code Table Record
- 3.6 Inquire Access Authority Group Code Table Record

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current system operating date.
Time	8	Protected. Current system operating time.
Term	8	Protected. Current user terminal ID.
Access Authority Group Code Profile	4	Unprotected. Key. Required for Add. Must be a valid ACF2 USERID Group Code Profile code.
Access Keyword	4	Unprotected. Required for Add. Should be equal a valid Universal Authority code used in the BAAT Table.
User Lst Chgd	4	Protected. The userid of the person making the last change to this record. Maintained by the system.
Date Last Changed	8	Protected. The date that the last change was made to this record. Maintained by the system.
Agency	20x6	Unprotected. Required for add. These agency numbers signify the agency records this user will be able to view or maintain. If 'Blanket' authorization is to be given, the systems administrator can enter the first digit of the agency number and then fill the rest with 'Xs'. 'X' may be used as a wildcard character in any trailing position. If the systems administrator wishes to limit the access to certain areas under an agency then the entire code for that section may be entered.
Maintain	20x1	Unprotected. Required. Must be either a 'Y' or 'N' to indicate if the user has authority to maintain records for the agency specified.

BMAT Document Type Matrix Table

ENTER FUNCTION: TRANS: BMAT													
DOCUMENT TYPE MATRIX TABLE											DATE :		
KEY IS DOC TYPE, SOL CODE, AND AWD CODE											TIME		
											TERM:		
DOC	SOL	AWD	AWD	T-3	DIR	PROCESSING	DIR	PRT	PRT	TYPE	ACCT	TYPE	APPR
TYPE	CD	CD	DOC	P/A	PAY	LIMIT	ENT	DOC	O/L	INTF	REQD	AWD	TYPE
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				
...
		USERID	LAST	CHANGE:			DATE	LAST	CHANGE:				

Purpose

The purpose of Document Type Matrix Table is to provide the System Administrator the capability to maintain the document matrix for AGPS processing. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Change, Delete and Inquire Document Type Matrix Table.

Procedure**Cross-Reference**

Chapter 2, 5 Establish And Maintain AGPS Installation Reference Tables,

5.8 Maintain Document Type Matrix Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current system operating date.
Time	8	Protected. Current system operating time.
Term	8	Protected. Current user terminal ID.
Doc Type	3	Unprotected. Key. Required for add of a record. Must be a valid document type in BTAB Table DT (Document Types). If blank on inquiry, system will return with the first document type in the database. This field cannot be blank.
Sol Cd	2	Unprotected. Key. Must be a valid entry in BTAB Table PR (Solicitation Codes). If blank on inquiry, system will return with the first solicitation code in the database for the listed document type.
Awd Cd	2	Unprotected. Key. Must be a valid entry in BTAB Table OC (Award Codes). If blank on inquiry, system will return with the first award code in the database for the listed document type and solicitation code.
Awd Doc	3	Unprotected. Key. Must be a valid document type in BTAB Table DT (Document Types). If blank on inquiry, system will return with the first award document type in the database for the listed document type, solicitation code and award code. This field cannot be blank
T-3 P/A	1	Unprotected. Indicator used to identify an award document type that requires a type 3 (central) purchasing agency for processing. Allowed entries are Y (Yes) or N (no).
Dir Pay	1	Unprotected. Indicator used to identify an award document type that requires a direct pay agency as the requisitioning agency for processing. Allowed entries are Y (Yes) or N (no).
Processing Limit	9.2	Unprotected. Used to enter the award document type processing dollar limit. Attempts to process at an amount greater than this limit will result in an error in the applicable on-line application program.
Dir Ent	1	Unprotected. Used to indicate if the award document type is for direct entry in the order or contract database. Allowed entries are Y (Yes) or N (no).
Prt Doc	1	Unprotected. Used to indicate if the award document type is a printable document type. Allowed entries are Y (Yes) or N (no).

Field Completion**BMAT: Document Type Matrix Table**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Prt O/L	1	Unprotected. Used to indicate if the award document may be printed on line. Allowed entries are Y (Yes) or N (no).
Type Intf	1	Unprotected. Used to indicate the type of accounting interface used for processing of required accounting distribution records. Allowed entries are O (On-Line), B (Batch) or N (None).
Acct Req'd	1	Unprotected. Used to indicate if an accounting distribution record is required for processing. Allowed entries are Y (Yes) or N (no).
Appr Type	2	Unprotected. Used to identify the approval type for processing of the award document type. This field may be blank. If greater than spaces, entry must be equal BTAB Table IA (Installation Approvals).
Type Awd	1	Unprotected. Used to indicate the type of award processing to be used for creating the award document type in the required AGPS database. Allowed entries are C (Contract), O (Order) or space.

BTLN**Message Text Line Table**

ENTER FUNCTION: TRANS: BTLN

MESSAGE TEXT LINE TABLE

KEY IS MESSAGE TEXT KEY

DATE:

TIME:

TERM:

MESSAGE TEXT KEY ...:

TEXT ACTION.....: . LINE NUMBER: LINE TOTAL:

-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----
.....
.....
.....
.....
.....
.....
.....
.....

Purpose

The purpose of Message Text Line Table is to provide the System Administrator the capability to maintain message text for the AGPS sign-on screen. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Change, and Inquire Message Text Line Table.

Procedure**Cross-Reference**

Chapter 2, 8 Establish And Maintain AGPS Message Text;

8.4 Add Message Text Line Table

8.5 Change Message Text Line Table

8.6 Delete/Insert Message Text Line Table

8.7 Inquire Message Text Line Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current system operating date.
Time	8	Protected. Current system operating time.
Term	8	Protected. Current user terminal ID.
Message Text Key	8	Unprotected. Key. Required to identify the message text key for which text is processed. Must be key to a valid record in the BTXT Table.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A (.) in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the (.) to a space.

BTL2 THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ..... TRANS: BTL2
MESSAGE TEXT LINE TABLE #2
KEY IS MESSAGE TEXT KEY
MESSAGE TEXT KEY ...: .....
SCROLL ACTION.....: . LINE NUMBER: .... LINE TOTAL:
ACT  -----1-----2-----3-----4-----5-----6-----7
..   .....
..   .....
..   .....
..   .....
..   .....
..   .....
..   .....
..   .....
..   .....
```

Purpose

The purpose of Message Text Line Table #2 is to provide the System Administrator the capability to maintain message text for the AGPS sign-on screen. Access is granted to those users with proper security.

Screen**Characteristics**

Delete/Insert Message Text Line Table.

Procedure**Cross-Reference**

Chapter 2, 8 Establish And Maintain AGPS Message Text,

8.6 Delete/Insert Message Text Line Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current system operating date.
Time	8	Protected. Current system operating time.
Term	8	Protected. Current user terminal ID.
Message Text Key	8	Unprotected. Key. Required to identify the message text key for which text is processed. Must be key to a valid record in the BTXT Table.
Scroll Action	1	Protected. The scroll action code carried forward from the TXLN screen.
Line Number	4	Protected. The line number field carried forward from the TXLN screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text	70	Protected. A display of text carried forward from the TXLN screen. Any change action will cause the screen to return to TXLN with the appropriate action taken.

BTXT**Message Text Header Table**

ENTER FUNCTION: TRANS: BTXT

MESSAGE TEXT HEADER TABLE

KEY IS MESSAGE TEXT KEY

MESSAGE TEXT KEY ...:

DATE :

TIME :

TERM :

Purpose

The purpose of Message Text Header Table is to provide the System Administrator the capability to maintain message text for the AGPS sign-on screen. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Delete and Inquire Message Text Header Table.

Procedure**Cross-Reference**

Chapter 2, 8 Establish And Maintain AGPS Message Text;

8.1 Add Message Text Header Table

8.2 Delete Message Text Header Table

8.3 Inquire Message Text Header Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Current system operating date.
Time	8	Protected. Current system operating time.
Term	8	Protected. Current user terminal ID.
Message Text Key	8	Unprotected. Key. Required to identify the message text key for which text is to be processed. Must be key to a valid record in the BTXT Table for delete. If left blank on inquiry, the system will return with the first message text key in the database.

FORT**Format Definition Table**

```

ACTION: .  SCREEN: FORT USERID:
01- FORMAT DEFINITION TABLE
    KEY IS FORMAT DEF KEY
    FORMAT DEF KEY: ....
        SECURITY GROUPS: ..... BATCHING GROUP: ....
        EDIT PROGRAM: ..... LEAF TABLE ID, TREE, LEVEL: .....
        FORMAT PROGRAM: ..... SCREEN TYPE: .....
        HELP SCREEN ID: ..... BACK SCREEN ID: ....
        TABLE NUMBER: ..... USER HEADER EXPANSION: .
    UNEXPANDED HDR SIZE: ..... SCRATCH SIZE: ....
        REFILL CURSOR: . DEFAULT ACTION: .
        USE DATE TABLE: . ACTLINE NOPRINT: .
        HIGHSPEED TAP: . EXPERT MODE OFF: .
            BATHED SIZE: ..... DOCHED SIZE: ..... LINENT SIZE: .....
            EDT BATHED SIZE: ..... EDT DOCHED SIZE: ..... EDT LINENT SIZE: .....
        FORMATTED KEYLEN: ..... SEC1 SIZE: ..... SEC2 SIZE: .....
            TRANCD SIZE: ..... BATCHNUM SIZE: ..... DOCNUM SIZE: .....
    UNEXPANDED LINE SIZE: ..... DOCHED TRBGN: ..... LINENT TRBGN: .....
        LOG TABLE NUM: ..... QUEUE TAB NUM: ..... LINENT NUMBGN: .....

```

Purpose

The purpose of Format Definition Table is to provide the System Administrator the capability to maintain screen access and allowed functions by security group for all screens used within AGPS. Access is granted to those users with proper security.

Screen**Characteristics**

Change and Inquire Installation Table.

Procedure**Cross-Reference**

Chapter 2, 2 Establish And Maintain AGPS Screen Access,

2.1 Maintain Format Definition Table.

Field Completion

NOTE: Only those fields required to be used by the Systems Administrator are addressed.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Format Def Key	4	Unprotected. Key. Required to identify the screen to be maintained.
Security Groups	5x4	Unprotected. Optional. Used to identify the security groups controlling access and functions capability for a screen by system users.

INST The Installation Table

```

ENTER FUNCTION: ..... TRANS: INST

INSTALLATION MAINTENANCE TABLE
KEY IS INSTALLATION NAME

INSTALLATION NAME...: .....

LAST REQUISITION...: .....      FY BEGIN DATE.....: .....
LAST SOLICITATION...: .....      FY END DATE.....: .....
LAST CONTRACT.....: .....      LAST BATCH DATE.....: .....
LAST ORDER NUMBER...: .....      LAST BATCH SUCCESSFUL...: .
LAST COMMODITY ITEM: .....      LAST CFMS CONTRACT NO...: .....

AGCY REQ GRACE DATE: .....      AGCY REQ BEGIN DATE.....: .....
CRO GRACE DATE.....: .....      CRO BEGIN DATE.....: .....
OBLIG. GRACE DATE...: .....      OBLIGATION BEGIN DATE...: .....
REQ GRACE DATE.....: .....      REQUISITION BEGIN DATE...: .....
NO. P.O. COPIES.....: ...      PAY GRACE DATE.....: .....
DISCOUNT PERIOD.....: ...      AGPS TRANS ID.....: .....

```

Purpose

The purpose of The Installation Table is to provide the Systems Administrator the capability to maintain the Installation Table processing parameters for processing in AGPS. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Change, Delete and Inquire the Installation Table.

Procedure**Cross-Reference**

Chapter 2, 4 Systems Administration,
4.1 Maintain AGPS Installation Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Installation Name	35	Unprotected. Key. The name of the installation in which the system is installed.
Last Requisition	10	Unprotected. The sequential numbering system that automatically numbers the requisitions.
FY Begin Date	4	Unprotected. The month/day of the first day of the fiscal year of the installation.
Last Solicitation	10	Unprotected. The sequential numbering system that automatically numbers the solicitations.
FY End Date	4	Unprotected. The month/day of the last day of the fiscal year of the installation.
Last Contract	10	Unprotected. The sequential numbering system that automatically numbers the contracts.
Last Batch Date	6	Unprotected. The date, in MMDDYY format, of the last batch update cycle. Maintained by the system.
Last Order Number	10	Unprotected. The sequential numbering system that automatically numbers the orders.
Last Batch Successful	1	Unprotected. An indicator that tells the user the status of the last batch update cycle. The options are 'I' for initialized and 'C' for complete. Maintained by the system.
Last Commodity Item	6	Unprotected. The sequential numbering system that automatically numbers commodity items.
Last CFMS Contract No	10	Unprotected. The sequential numbering system that automatically numbers CFMS contracts.
Agcy Req Grace Date	4	Unprotected. A date after the beginning of the fiscal year at which time all prior fiscal year agency requisition documents must be in the system. Must be in MM/DD format.
Agcy Req Begin Date	4	Unprotected. A date prior to the beginning of the fiscal year when next fiscal year's agency requisition documents can be input. Must be in MM/DD format.

SYSTEMS ADMINISTRATION

DOCUMENTS

INST: The Installation Table

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
CRO Grace Date	4	Unprotected. A date after the beginning of the fiscal year at which time all prior fiscal year CRO documents must be in the system. Must be in MM/DD format.
CRO Begin Date	4	Unprotected. A date prior to the beginning of the fiscal year when next fiscal year's CRO documents can be input. Must be in MM/DD format.
Oblig. Grace Date	4	Unprotected. A date after the beginning of the fiscal year at which time all prior fiscal year obligation documents must be in the system. Must be in MM/DD format.
Obligation Begin Date	4	Unprotected. A date prior to the beginning of the fiscal year when next fiscal year's obligation documents can be input. Must be in MM/DD format.
Req Grace Date	4	Unprotected. A date after the beginning of the fiscal year at which time all prior fiscal year requisition documents must be in the system. Must be in MM/DD format.
Requisition Begin Date	4	Unprotected. A date prior to the beginning of the fiscal year when next fiscal year's requisition documents can be input. Must be in MM/DD format.
No. P.O. Copies	3	Unprotected. The number of purchase order copies that will be printed by the system for each purchase order document set to a print status.
Pay Grace Date	4	Unprotected. A date after the beginning of the fiscal year at which time all prior fiscal year payment documents must be processed in the system. Must be in MM/DD format.
Discount Period	3	Unprotected. The number of days of prompt payment period below which offered prompt payment periods will not be considered in bid tabulation processing.
AGPS Trans ID	4	Unprotected. This Transaction ID is used by the system for system roll-back processing. Maintained by the system.

INS2 Installation Table #2

```

ENTER FUNCTION: ..... TRANS: INS2
INSTALLATION TABLE #2
KEY IS INSTALLATION NAME
INSTALLATION NAME.....: .....
BATCH NUMBER.....: ..... BUYER $ LIMIT.....: .....
% AMT VAR AWARD.....: ..... BUYER SUPV $ LIMIT.....: .....
$ NTE AMT AWARD.....: ..... UNIT SUPV $ LIMIT.....: .....
% VAR REC/INV/PAY.....: ..... ASST SUPV $ LIMIT.....: .....
$ NTE AMT INV/PAY.....: ..... BUREAU SUPV $ LIMIT.....: .....
% VAR DIST CRT.....: ..... DIRECTOR $ LIMIT.....: .....
$ NTE AMT DIST CTR.....: ..... DELEGATED PURCH $ LIMIT.....: .....
% AMT VAR STK REPLEN..: ..... LOW DOLLAR ORDER $ LIMIT: .....
$ NTE AMT STK REPLEN..: ..... CONTRACT REVIEW $ LIMIT.: .....
REC/INV/PAY AGING DAYS: .. ALLOW VEND DISC TO CHG..: .
REC/INV/PAY GRACE DAYS: .. ALLOW ALL-IN-ONE.....: .
LATE DELVRY AGING DAYS: .. SCHED PAYMENT DAYS.....: ...
ADMIN DELAY DELIV DAYS: ... PAYMENT VOUCHER NUMBER..: .....
MOVABLE PROP $ LIMIT..: ..... CONT. OVERRIDE EDIT.....: .
ITEM LEVEL?.....: . CONTRACT UOM.....: .
OTHER CHARGE LIMIT.....: .....

```

Purpose

The purpose of Installation Table #2 is to provide the System Administrator the capability to maintain unique variables used by various screens/programs for processing of various transactions within AGPS. Access is granted to those users with proper security.

Screen**Characteristics**

Change and Inquire Installation Table.

Procedure**Cross-Reference**

Chapter 2, 4 Installation Tables Maintenance,

4.1 Maintain AGPS Installation Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Installation Name	35	Unprotected. Key. The name of the installation in which the system is installed.
Batch Number	4	Unprotected. Inferred batch number from the last nightly batch process.
Buyer \$ Limit	9.2	Unprotected. Indication of the dollar limit for which a buyer approval will be generated during solicitation processing.
% Amt Var Award	2.2	Unprotected. Indication of percentage of variance that the automated award process will be permitted to exceed the original pre-encumbrance for setting of award flag(s) on the RVEN record(s).
Buyer Supv \$ Limit	9.2	Unprotected. Indication of the dollar limit for which a supervisor procurement specialist approval will be generated during solicitation processing.
\$ NTE Amt Award	9.2	Unprotected. Indication of the dollar amount that the automated award process will be permitted to exceed the original pre-encumbrance for setting of award flag(s) on the RVEN record(s).
Unit Supv \$ Limit	9.2	Unprotected. Indication of the dollar limit for which an unit supervisor approval will be generated during solicitation processing.
% Var Rec/Inv/Pay	2.2	Unprotected. Global indicator for identifying the percentage of variance that a received/invoiced quantity or payment amount may exceed the original ordered quantity/amount of an order.
Asst Supv \$ Limit	9.2	Unprotected. Indication of the dollar limit for which an assistant supervisor approval will be generated during solicitation processing.
\$ NTE Amt Inv/Pay	9.2	Unprotected. Global indicator for identifying the dollar amount variance that an invoice/payment amount may exceed the original ordered amount for an order.
Bureau Supv \$ Limit	9.2	Unprotected. Indication of the dollar limit for which a bureau supervisor approval will be generated during solicitation processing.
% Var Dist Ctr	2.2	Unprotected. Global indicator for identifying the percentage of variance that a payment amount for a Distribution Center Item may exceed the original ordered amount for an order.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Director \$ Limit	9.2	Unprotected. Indication of the dollar limit for which a director, division of purchasing & property approval will be generated during solicitation processing.
\$ NTE Amt Dist Ctr	9.2	Unprotected. Global dollar limit for identifying the dollar amount that a payment amount for a Distribution Center Item may exceed the original ordered amount of an order.
Delegated Purch \$ Limit	9.2	Unprotected. Global dollar limit for delegation of purchase authority to other than a central purchasing agency.
% Amt Var Stk Replen	2.2	Unprotected. Indication of the percent variance permitted on stock replenishment requests. When BR10U processes stock replenishment requests in AGPS and the item is on contract, the current contract pricing may exceed the estimated price by the percentage of this variance. E.G., Last purchase price on a commodity was \$50.00, the variance is 05.00%, current contract price is \$51.50; this item will process. If the contract price had been greater than \$52.50 (\$50.00 * 1.05), the line would have been rejected for processing.
Low Dollar Order \$ Limit	9.2	Unprotected. Global dollar limit for processing automatic receipt, invoice, and payment records for local delivery orders. A local delivery order (LDO) is entered using OFST and is for small purchases at or less than the limit. These purchases are not encumbered and when entered are set to pay immediately.
Contract Review \$ Limit	9.2	Unprotected. Indication of the dollar limit for which a contract, office of contractual review approval will be generated during contract management processing.
\$ NTE Amt Stk Replen	9.2	Unprotected. Indication of the dollar amount variance limit permitted on stock replenishment requests. When BR10U processes stock replenishment requests in AGPS and the item is on contract, the current contract pricing may exceed the estimated price by the amount of this variance. E.G., Last purchase price on a commodity was \$50.00, the variance is 5.00, current contract price is \$54.50; this item will process. If the contract price had been greater than \$55.00 (\$50.00 + 5.00), the line would have been rejected for processing.
Allow Vend Disc To Chg	1	Unprotected. Indication of whether or not the prompt payment discount of an order will be permitted to be changed on the order invoice (OINV) record if the invoice discount is more favorable than that of the original order. If 'Y', prompt pay discount may be changed on OINV.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
REC/INV/PAY Aging Days	2	Unprotected. Global receipt, invoice and payment process aging limit. This is the number of days after which unprocessed receipts, invoices and payments will appear on the Aging Reports for Receipts, Invoices and Payments.
Allow All-In-One	1	Unprotected. Global indicator. This indicator will allow or restrict the use of entering an invoice and automatically creating corresponding receipts and payments. This indicator is checked by OINV at Status Code 640.
REC/INV/PAY Grace Days	2	Unprotected. Global receipt, invoice and payment process grace limit. This is the number of days after contract end ordering period that a receipt, invoice or payment may be processed for order document types BPC and BPV.
Sched Payment Days	3	Unprotected. The standard prompt payment net period for processing in AGPS. Will be used in absence of a vendor offered discount period.
Late Delvry Aging Days	2	Unprotected. Global number of days limit for delivery. This is the number of days after the scheduled delivery date that an order is considered to be late and will appear on the late delivery report.
Payment Voucher Nbr	7	Unprotected. Display of counter used for creation of payment voucher numbers for order payment processing.
Admin Delay Deliv Days	3	Unprotected. Global number of days of administrative delay for determining delivery of an order. This is the number of days after scheduled delivery date that an order is delayed for administrative processing and is added to the scheduled delivery date to become the recorded delivery date for that order.
Movable Prop \$ Limit	9.2	Unprotected. Indication of the dollar limit for moveable property.
Cont. Override Edit	1	Unprotected. Global indicator. Type Y to indicate that user can bypass contract if approved by State Purchasing. A warning will be issued when a contract commodity item is added to a non-contract release document type. Type N to indicate that the state contract must be used. An error will be issued forcing user to order from the state contract. This indicator is checked by RLI2, OLI4 OFST, and OCLN. Allowable entries are Y or N.
Item Level	1	Unprotected. Global indicator. Type Y to indicate that a commodity item number must be entered. Type N to indicate that user can buy at the class/sub-class level. This indicator is checked by RLI2, OLI4 OFST, and OCLN. Allowable entries are Y or N.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Contract UOM	1	Unprotected. Global indicator. Type Y to indicate that the unit of measure is used to determine if the commodity requested is on contract. If a different unit of measure is requested, user is allowed to bypass the contract. Type N to indicate that the unit of measure is not used to determine if the commodity requested is on contract (only the commodity code is used). If the commodity code is on contract, user will receive either an error or warning that the commodity is on contract. This indicator is checked by RLI2, OLI4 OFST, and OCLN. Allowable entries are Y or N.
Other Charge Limit	(9.2)	Unprotected. Indication of the dollar limit for the total of the Other Charges on OINV.

INS3 Installation Table #3

```
ENTER FUNCTION: ..... TRANS: INS3

INSTALLATION TABLE #3
KEY IS INSTALLATION NAME

INSTALLATION NAME...: .....

LAST FILE NUMBER BUYING UNIT 1..: ....
LAST FILE NUMBER BUYING UNIT 2..: ....
LAST FILE NUMBER BUYING UNIT 3..: ....
LAST FILE NUMBER BUYING UNIT 4..: ....
LAST FILE NUMBER BUYING UNIT 5..: ....
LAST FILE NUMBER BUYING UNIT 6..: ....
ON-LINE AWARD.....: .
NUMBER OF LINES AWARDED.....: ..
NUMBER OF AWARDED VENDORS.....: ..
LAST FACS BATCH NUMBER.....: ....
2 WAY MATCH.....: .
```

Purpose

The purpose of The Installation Table #3 is to provide the system administrator the capability to maintain the last file number numbering sequences for each buying unit and limitations for on-line purchase orders. Access is granted to those users with the proper security.

Screen**Characteristics**

Change and Inquire Installation Table.

Procedure**Cross-Reference**

Chapter 2, 4 Installation Tables Maintenance,
4.1 Maintain AGPS Installation Table.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Installation Name	35	Unprotected. Key. The name of the installation in which the system is installed.
Last File Number Buying Unit 1	4	Unprotected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 2	4	Unprotected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 3	4	Unprotected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 4	4	Unprotected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 5	4	Unprotected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
Last File Number Buying Unit 6	4	Unprotected. The sequential numbering system that automatically numbers the 3rd thru the 6th position of the file number for the buying unit.
On-line Award	1	Unprotected. This indicator will allow or restrict the creation of an on-line purchase order from a solicitation.
Number of Lines Awarded	3	Unprotected. Indication of the number of lines awarded limit permitted for an on-line purchase order.
Number of Awarded Vendors	2	Unprotected. Indication of the number of awarded vendors limit permitted for an on-line purchase order.
Last FACS Batch Number	4	Unprotected. Inferred batch number from the last batch interface with FACS.
2 Way Match	1	Unprotected. Used to indicate if 2 way match is allowed.

LEAF**Leaf Table**

ACTION: . SCREEN: LEAF USERID: LEAF DATA CARRY FORWARD DEFINITION TABLE KEY IS CODE									
CODE	NAME	BGN	LEN	NAME	BGN	LEN	NAME	BGN	LEN
----	-----	----	---	-----	----	---	-----	----	---
01-

Purpose

The purpose of Leaf Table is to provide the System Administrator the capability to maintain leaf records for 'leafing' from one record to another in AGPS. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Change, Delete and Inquire Leaf Table.

Procedure**Cross-Reference**

Chapter 2, 7 Establish And Maintain AGPS Leafing And Profiling;

- 7.1 Add AGPS Leaf Table
- 7.2 Change AGPS Leaf Table
- 7.3 Delete AGPS Leaf Table
- 7.4 Inquire AGPS Leaf Table

Field Completion

NOTE: Only those fields required to be used by the Systems Administrator are addressed.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Code	4	Unprotected. Key. Required for add. This is the screen ID for which leafing is to be established.
Name	8	Unprotected. Required for add. This is the data element name that is to be sensitized for carry forward to access a record with another screen with similar key fields. A standard naming convention should be used so that a similar data element between screens is given the same name, e.g., requisition number, solicitation number, contract number for RQS4, SDOC, and KONT respectively would be named DOCNUMBER in the Leaf Table records for RQS4, SDOC and KONT respectively.
Bgn	4	Unprotected. Required for add. This is the beginning position number of the named data element from the TABLAY updated by the screen identified as CODE, e.g., for CODE of RLI2 (TABLAY ALT-T079-RLIN-TABLE) with data element name of LINE (REQ-LINE-NBR) would have a BGN (beginning character position) of 00 11 .
Len	3	Unprotected. Required for add. This is the physical length of the field, e.g., for CODE of RLI2 (TABLAY ALT-T079-RLIN-TABLE) with data element name of LINE (REQ-LINE-NBR) and a BGN (beginning character position) of 00 11 , the LEN (length) would be 005.

PROF

Profile Table

[illegible]

Purpose

The purpose of Profile Table is to provide the System Administrator the capability to maintain profile records for 'profiling' from one screen to another in AGPS. Access is granted to those users with proper security.

Screen

Characteristics

Add, Change, Delete and Inquire Profile Table.

Procedure

Cross-Reference

Chapter 2, 7 Establish And Maintain AGPS Leafing And Profiling;

7.5 Add AGPS Profile Table
7.6 Change AGPS Profile Table
7.7 Delete AGPS Profile Table
7.8 Inquire AGPS Profile Table

Field Completion

NOTE: Only those fields required to be used by the Systems Administrator are addressed.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Profile Type	1	Unprotected. Key. Required for add. Allowable entries are P , profile and S , status.
Profile ID	4	Unprotected. Key. Required for add. This is the 'main CRT' or screen name, e.g., RLI2, MRQM, etc.
Subid	8	Unprotected. Key. Optional for add. This will normally be blank .
Profile Value	35	Unprotected. Key. Optional for add. This is used for saving profiles only. This will normally be blank .
Profile Tab#	4	Unprotected. Required. This should be set to the profile table number. Set to 0049 .
Status Tab#	4	Unprotected. Required. For saved profiles. Ordinarily set to same number as the Profile Tab#.
XREF Tab#	4	Unprotected. Optional. Ordinarily set to same number as the Profile Tab#.
Suffix	1	Unprotected. ? Set to Y .
Leaf ID	4	Unprotected. Optional. This is the ID (Code) used for the related Leaf Table of the Profile ID.
Top CRT	4	Unprotected. Optional. Screen returned after TOP Function.
Main CRT	4	Unprotected. Required. Screen returned at end of chain. This should be identical to the first CRTID in the ENTRY Chain. May be the Profile ID.
Status	1	Unprotected. Optional. RESERVED.
Position	2	Unprotected. Optional. RESERVED.
Terminal	8	Unprotected. Optional. RESERVED.

ENTRY:

Field Completion

PROF: Profile Table

<u>Field</u>	<u>Size</u>	<u>Description</u>
CRTID	4	Unprotected. Required. Screen ID of screen in profile 'chain'. Must be a valid CRTID, e.g., RLI2, MRQM, etc.
Type	1	Unprotected. Required. Allowable entries are R , Required and O , Optional. A required screen must be processed before the next screen in the profile will be brought up. Most screens will be optional because they are also inquiry screens.
Occurrences	2	Unprotected. Required. Allowable entries are 01-98, 99 or 00 . If limiting number of screens successfully processed with inserted records before automatically going on to the next screen, enter 01-98. If an indefinite number of screens may be successfully processed with inserts without going on to the next screen, enter 00. If AGPS is to handle ADDS and INSERTS like vanilla MTI A (Add), i.e. without X'ing the screen (clearing screen except for key fields) in preparation for another add (MOST COMMONLY USED for processing screens with Add/Change/Delete capability), enter 99 . For AGPS, with exception of Inquiry Only screens, this entry will normally be 99 .
Status	1	Unprotected. Required if Profile Value is greater than spaces. Used for saving profiles. Normally this entry will be N .

STAB**Security Table**

```

ACTION: .  SCREEN: STAB USERID:
01- SECURITY TABLE--KEY IS USERID
      USER ID: ..... SEC1: ..... SEC2: .....
      NAME: ..... TITLE: .....
           1       2       3       4       5       6       7       8       9
SECURITY GROUP: .....
  SCAN ACT: . . . . .
APPROVAL ACT: . . . . .
  ENTER ACT: . . . . .
CORRECT ACT: . . . . .
  DELETE ACT: . . . . .
  SCHED ACT: . . . . .
EDIT ONLY ACT: . . . . .
  HOLD ACT: . . . . .
  RUN ACT: . . . . .
RUN IMMEDIATE ACT: . . . . .
FORWHOM TEST TYPE: . . . . .
WHERE TEST TYPE: . . . . .
  WHERE CODE: .....
  OVERRIDE: . . . . .
  APPROVALS: .....

```

Purpose

The purpose of Security Table is to provide the System Administrator the capability to maintain USERID records for access to AGPS. Access is granted to those users with proper security.

Screen**Characteristics**

Add, Change, Delete and Inquire Security Table.

Procedure**Cross-Reference**

Chapter 2, 1 Establish And Maintain AGPS USERID,

1.1 Maintain Security Table.

Field Completion

NOTE: Only those fields required to be used by the Systems Administrator are addressed.

<u>Field</u>	<u>Size</u>	<u>Description</u>
Userid	8	Unprotected. Key. Required for add. Used to assign AGPS userid.
Sec 1	4	Unprotected. Optional entry. This is used to identify security level 1 for userid.
Sec 2	10	Unprotected. Optional entry. This is used to identify security level 2 for userid.
Name	10/10	Unprotected. Optional entry. Used to name the user.
Title	10	Unprotected. Optional entry. Used to identify title of user.
Security Group	4	Unprotected. Required. Used to name the security group assigned to the user.
Scan Act	1	Unprotected. Required. Used to indicate if user is authorized to perform a scan action.
Approval Act	1	Unprotected. Required. Used to indicate if the user is authorized to perform a CORE approval action.
Enter Act	1	Unprotected. Required. Used to indicate if the user is authorized to add, change, or delete records.
Correct Act	1	Unprotected. Required. Used to indicate if the user is authorized to change records.
Delete Act	1	Unprotected. Required. Used to indicate if the user is authorized to delete records.
Sched Act	1	Unprotected. Required. Used to indicate if the user can add records in the system.
Edit Only Act	1	Unprotected. Required. Used to indicate if the user is authorized to process inquiry action on entered data. If this is Y, Scan Act must be Y.
Hold Act	1	Unprotected. Required. This field will be set to N . If Security Group is *ALL, set to Y .
Run Act	1	Unprotected. Required. This field will be set to N . If Security Group is *ALL, set to Y .

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Run Immediate Act	1	Unprotected. Required. This field will be set to N . If Security Group is *ALL, set to Y .
Forwhom Test Type	1	Unprotected. Required. This field will be set to 0 .
Where Test Type	1	Unprotected. Required. This field will be set to 0 .
Where Code	1	Unprotected. Optional. This field will be set to 0 .
Override	1	Unprotected. Required. This field will be set to 1 .
Approvals	5	Unprotected. Required. This field will be set to NNNNN . If Security Group is *ALL, set to YYYYY .